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JURNAL KEDOKTERAN GIGI UNIVERSITAS BAITURRAHMAH

TUTORIAL PENGGUNAAN OPEN JOURNAL SYSTEM (OJS)

untuk PENULIS (AUTHOR)

ALUR PENERBITAN JURNAL B-DeNT

Alamat Jurnal

p-ISSN 2301 - 5454
e-ISSN 2654 - 7643

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Keterangan :
Email : bdentjournal@unbrah.ac.id

ABOUT B-DENT
EDITORIAL TEAM
PUBLICATION ETHICS
ABSTRACTING & INDEXING
JOURNAL HISTORY

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INFORMATION FOR AUTHOR
AUTHOR GUIDELINES
ONLINE SUBMISSION GUIDELINES
DOWNLOAD TEMPLATE

PERSIAPAN PENULIS DALAM PENGIRIMAN NASKAH

Peran untuk penulis artikel pada OJS disebut AUTHOR.

Sebelum naskah di upload, penulis perlu memperhatikan hal berikut:

a) Memastikan layout dokumen telah sesuai dengan panduan penulisan (*Author Guideline*) jurnal B-Dent

b) Dokumen yang diunggah dalam format Ms. Word

c) Untuk referensi, tambahkan URL atau alamat website dari referensi tersebut jika ada untuk proses sitasi

d) Ukuran file yang diunggah tidak melebihi batas yang ditetapkan (2MB)

e) Jika artikel telah di upload, mohon penulis mengirimkan email pemberitahuan kepada Redaksi jurnal B-Dent ke alamat email : bdentjournal@unbrah.ac.id

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REGISTRASI (1)

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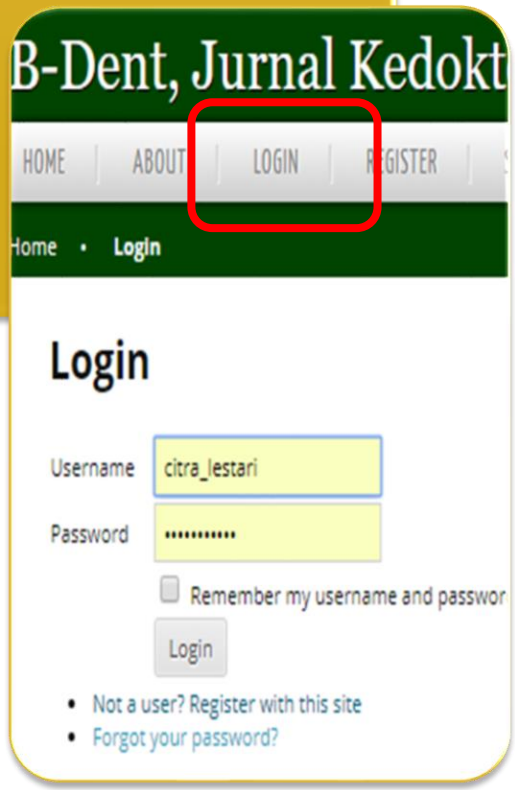
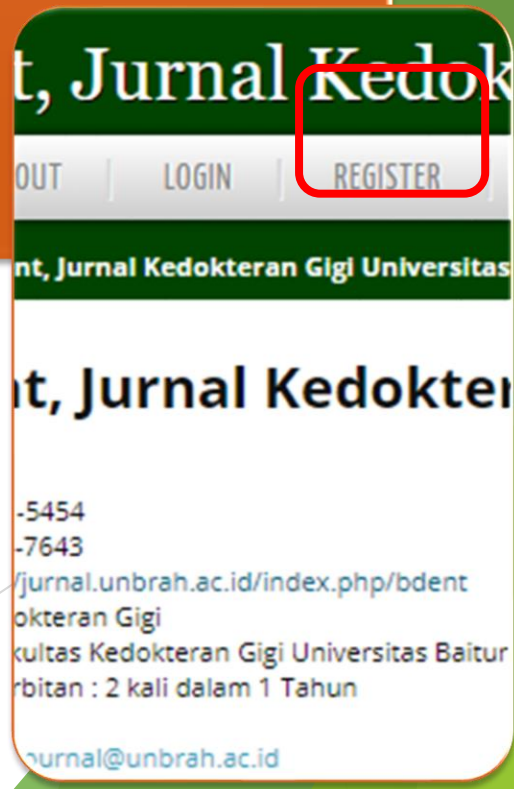
Masuk ke website OJS jurnal B-dent

https://jurnal.unbrah.ac.id/index.php/bdent

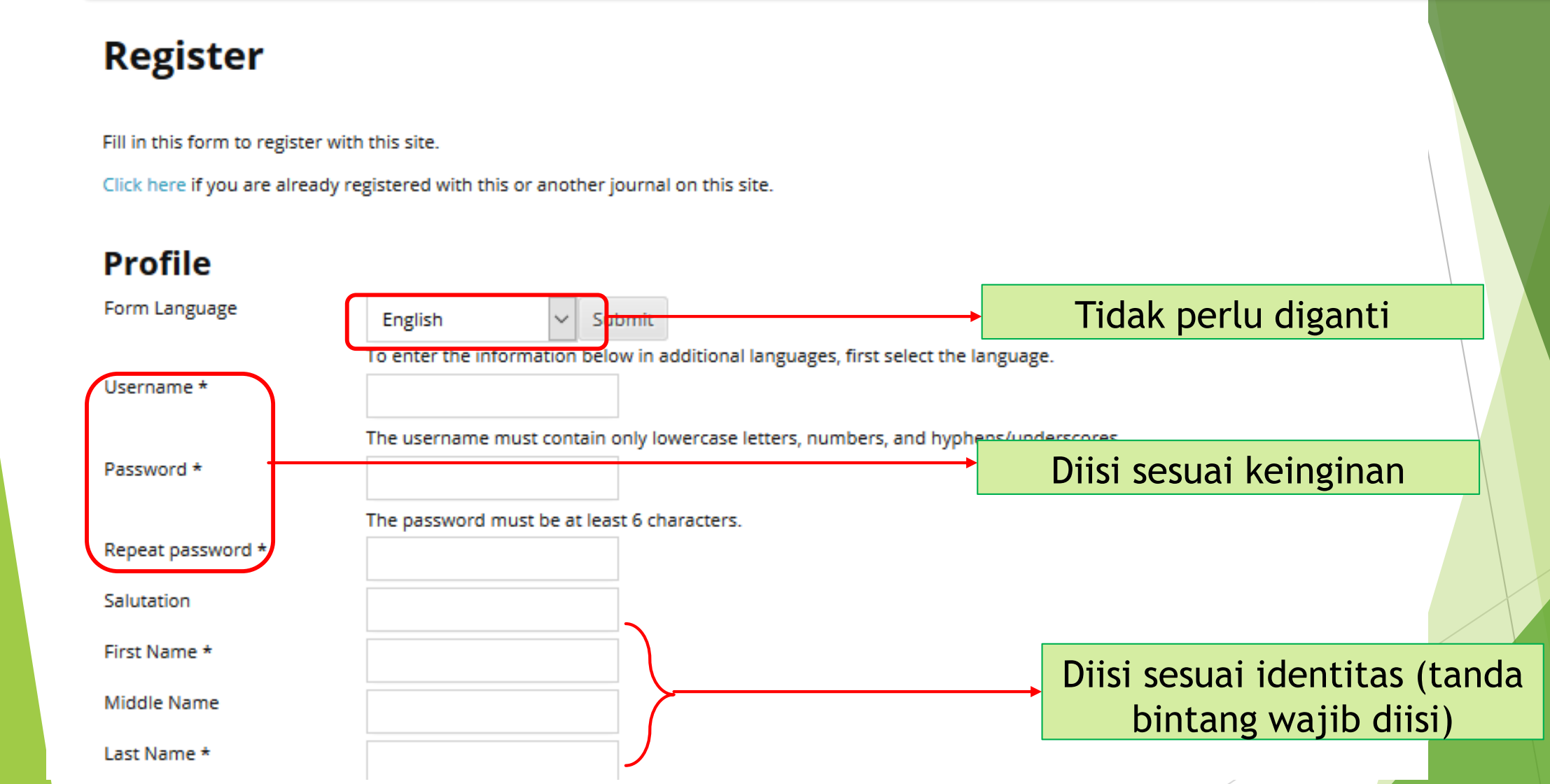
Klik Login jika sudah memiliki akun pada jurnal B-dent



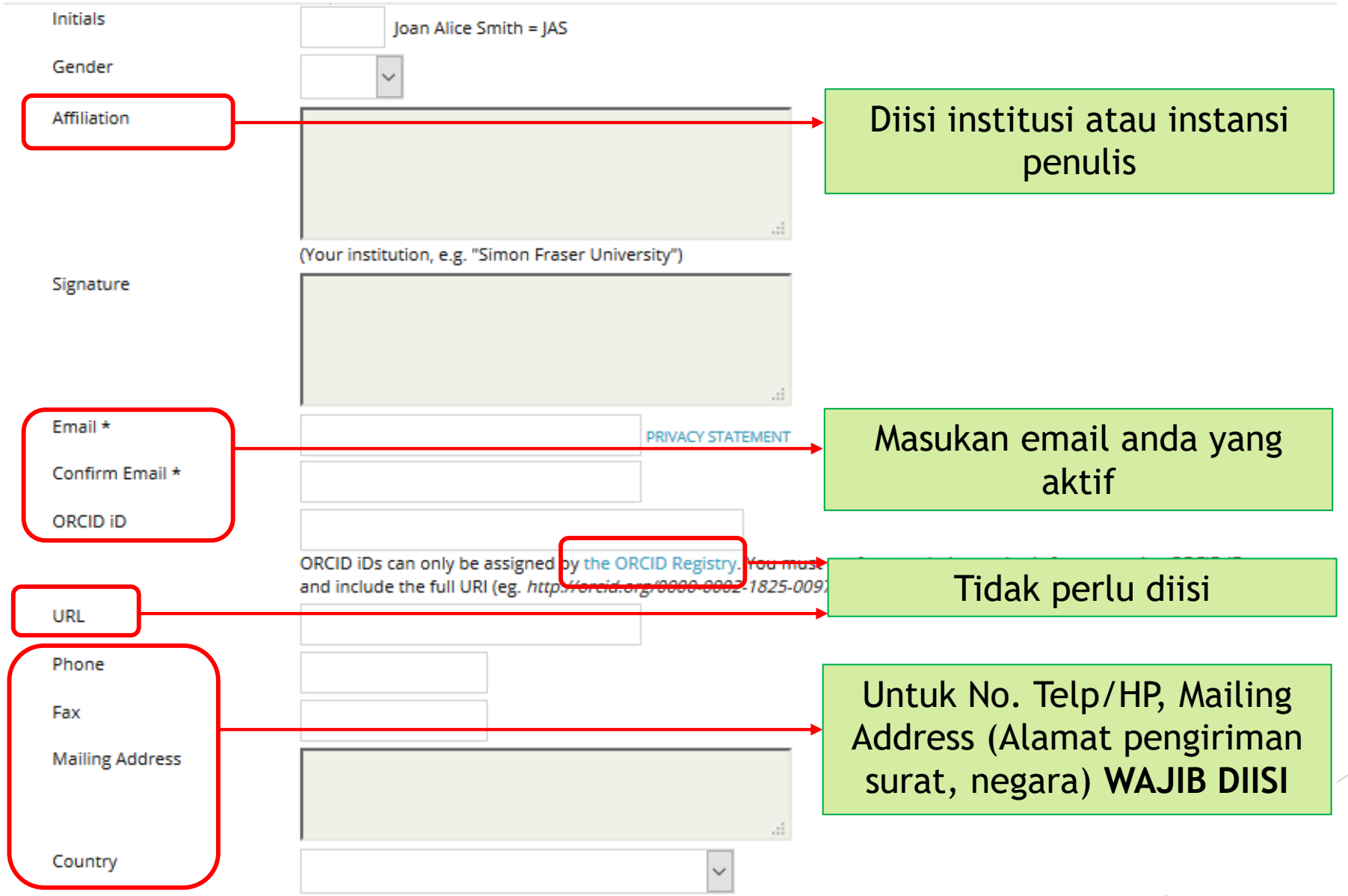
Klik Register jika belum memiliki dan isi data sampai selesai



REGISTRASI (2)



REGISTRASI (3)



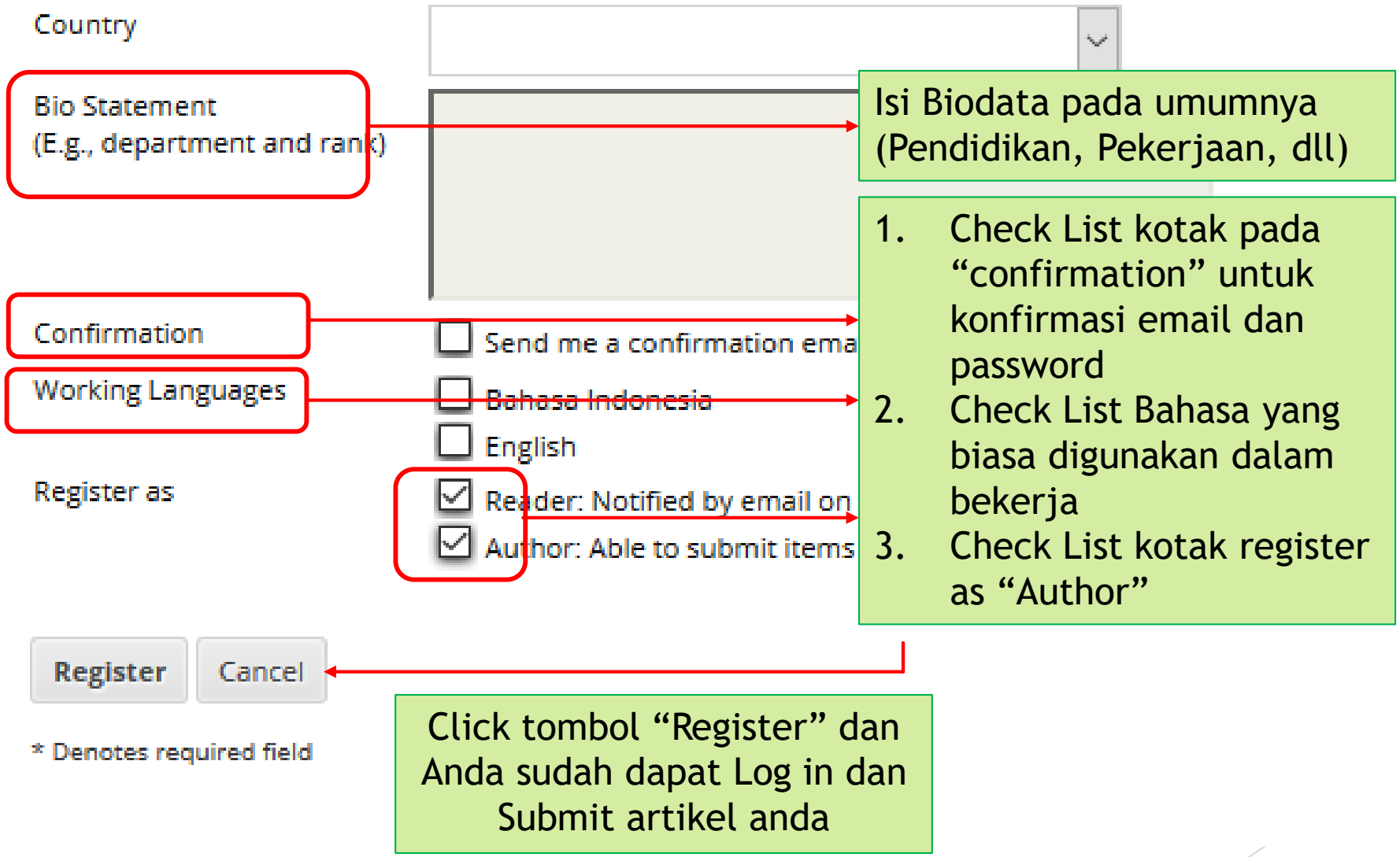
Diisi institusi atau instansi penulis

Masukan email anda yang aktif

Tidak perlu diisi

Untuk No. Telp/HP, Mailing Address (Alamat pengiriman surat, negara) **WAJIB DIISI**

REGISTRASI (4)



Isi Biodata pada umumnya (Pendidikan, Pekerjaan, dll)

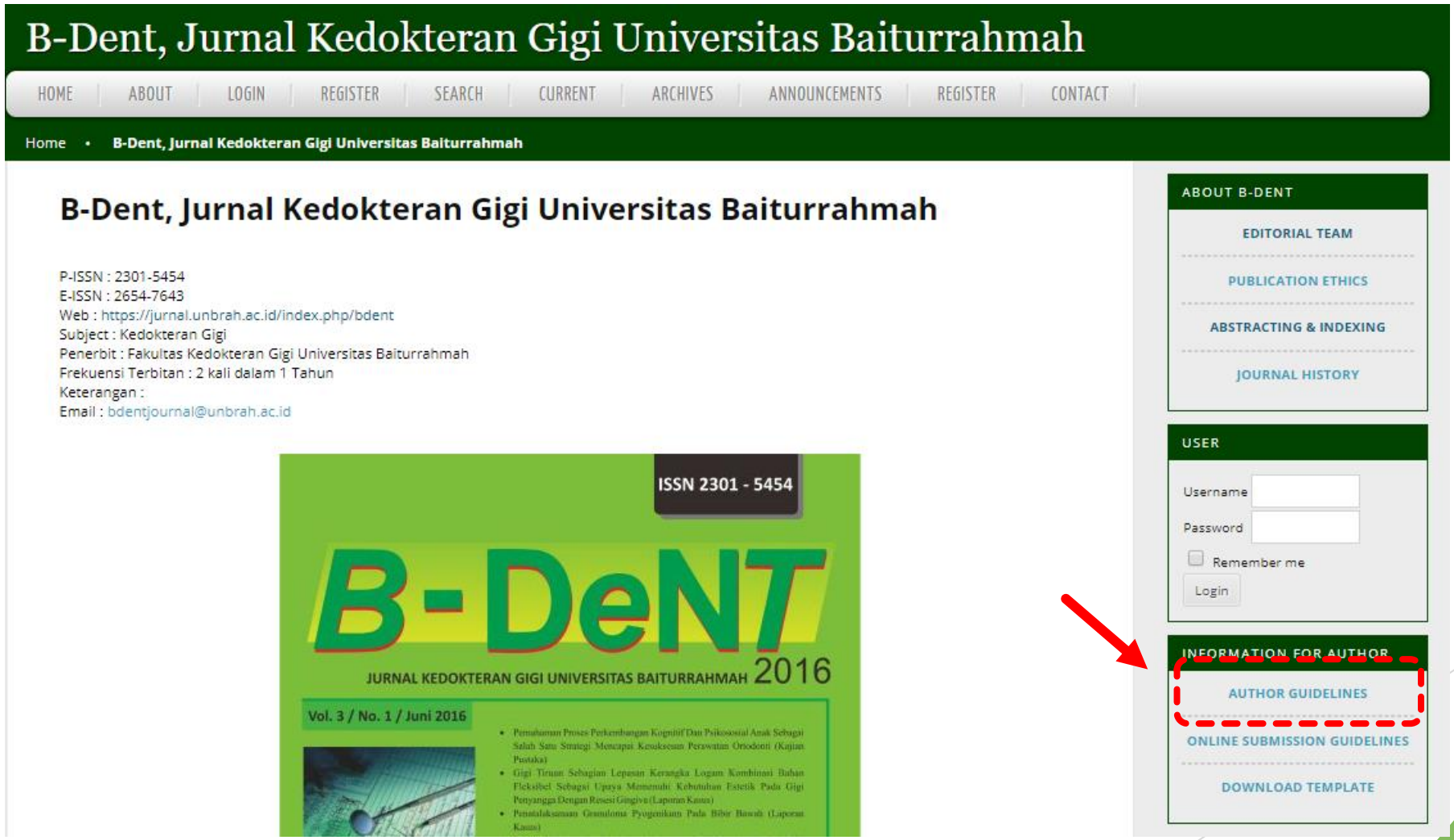
1. Check List kotak pada "confirmation" untuk konfirmasi email dan password
2. Check List Bahasa yang biasa digunakan dalam bekerja
3. Check List kotak register as "Author"

Click tombol "Register" dan Anda sudah dapat Log in dan Submit artikel anda

SUBMIT/PENGIRIMAN NASKAH (1)

LANGKAH 1

Pastikan artikel sesuai dengan petunjuk bagi penulis (author guidelines)



LANGKAH 2

Klik **New Submission** ketika muncul tampilan seperti gambar dibawah pada saat login sebagai author

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LANGKAH 3
Akan muncul step 1. Starting the Submission

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Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

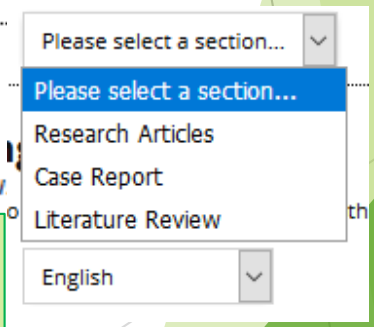
Encountering difficulties? Contact Tulus Setiawan for assistance (081267115123).

Journal Section

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section * Please select a section...

Pilih jenis artikel pada Section



Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pulldown below

Language * English

Pilih Bahasa yang digunakan dalam artikel

LANGKAH 4
Cek semua submission checklist

B-DeNT

Pastikan kelima opsi terpenuhi dan check list pada kotak yang tersedia

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ The paper should have not been published or considered for publication in the other journal or other media
- ☐ The format of the file is OpenOffice, Microsoft Word, RTF or WordPerfect
- ☐ URLs for references should be provided
- ☐ The text uses 1 space, font 12, italic, no underline (except for URL). All the illustration, figures and tables should be put in the text, not at the end
- ☐ Texts which follow the right guidelines can be seen in Author's Guidelines

LANGKAH 5

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check list disini

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

Diisi jika penulis memiliki catatan penting untuk diketahui oleh Editor berkaitan dengan isi artikel

Save and continue | Cancel

Klik save and continue

LANGKAH 6
Uploading the Submission

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Step 2. Uploading the Submission

1. START **2. UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Tulus Setiawan for assistance (081267115123).

Submission File

No submission file uploaded.

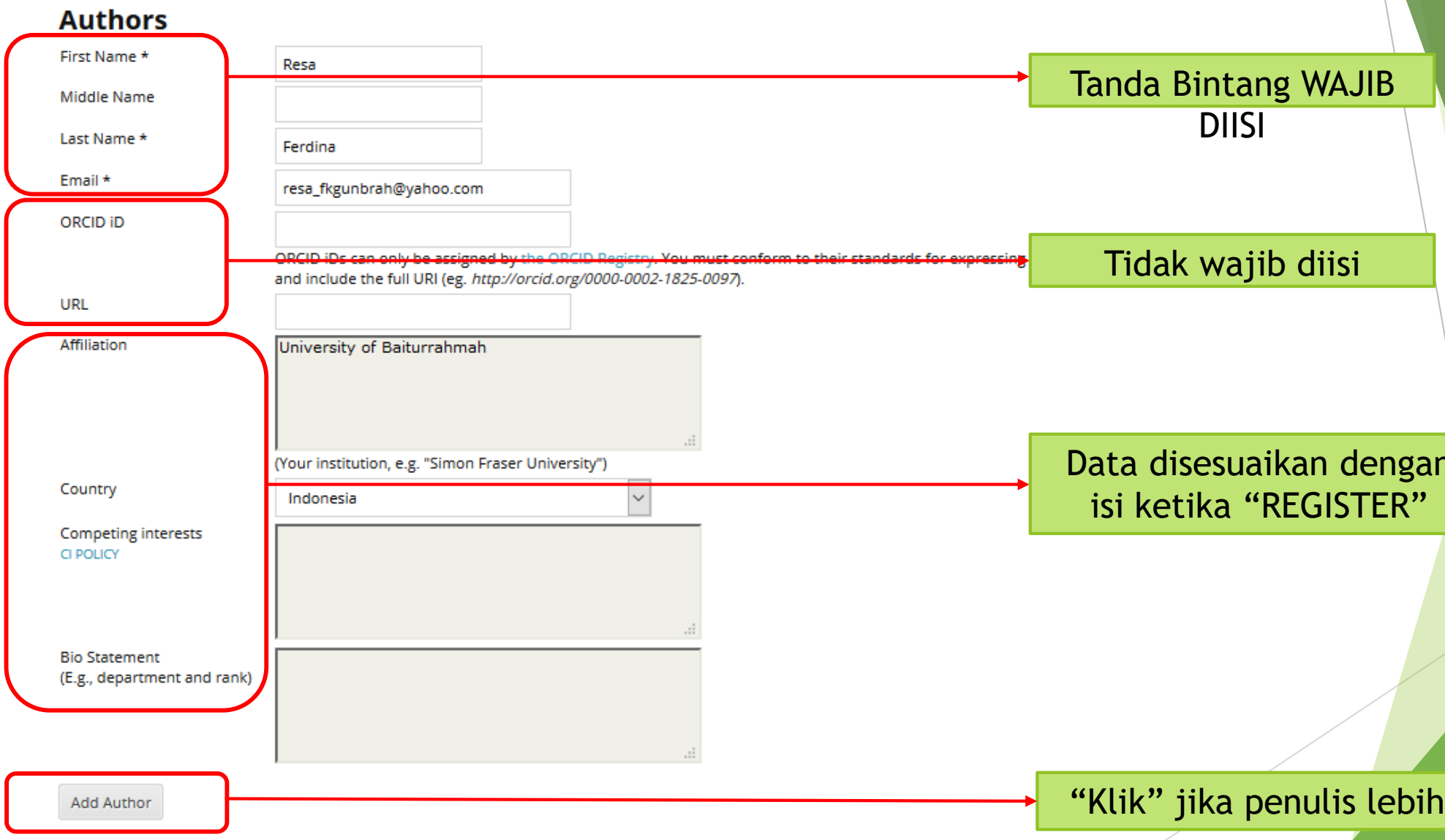
Upload submission file | Browse... | No file selected. | Upload | ENSURING A BLIND REVIEW

Save and continue | Cancel

Browse berkas dan upload

Klik save and continue

LANGKAH 7
Uploading the Submission



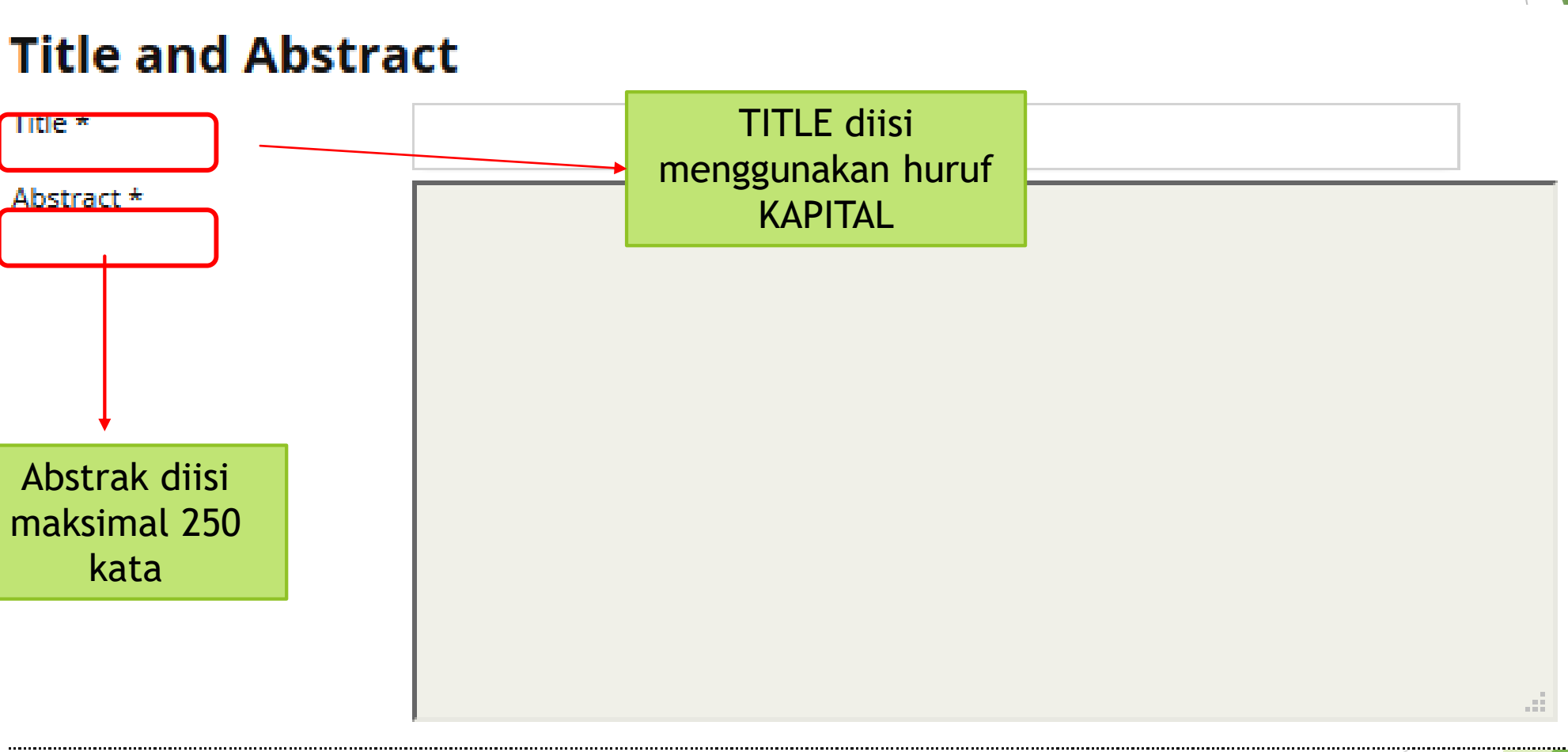
Tanda Bintang WAJIB DIISI

Tidak wajib diisi

Data disesuaikan dengan isi ketika "REGISTER"

"Klik" jika penulis lebih dari 1

LANGKAH 8
Isi judul dan abstrak (wajib diisi)



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KATA-KATA KEYWORDS BELUM KELUAR

LANGKAH 9
Isi indexing dan contributor

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3

Academic discipline and sub-disciplines

E.g., Dentistry; Dental; Kedokteran Gigi

Isi berdasarkan tema/sub-keilmuan tulisan penulis (contoh periodonsia, penyakit

Language

en

English=en; French=fr; Spanish=es. Additional codes.

Bahasa yang digunakan dalam penulisan

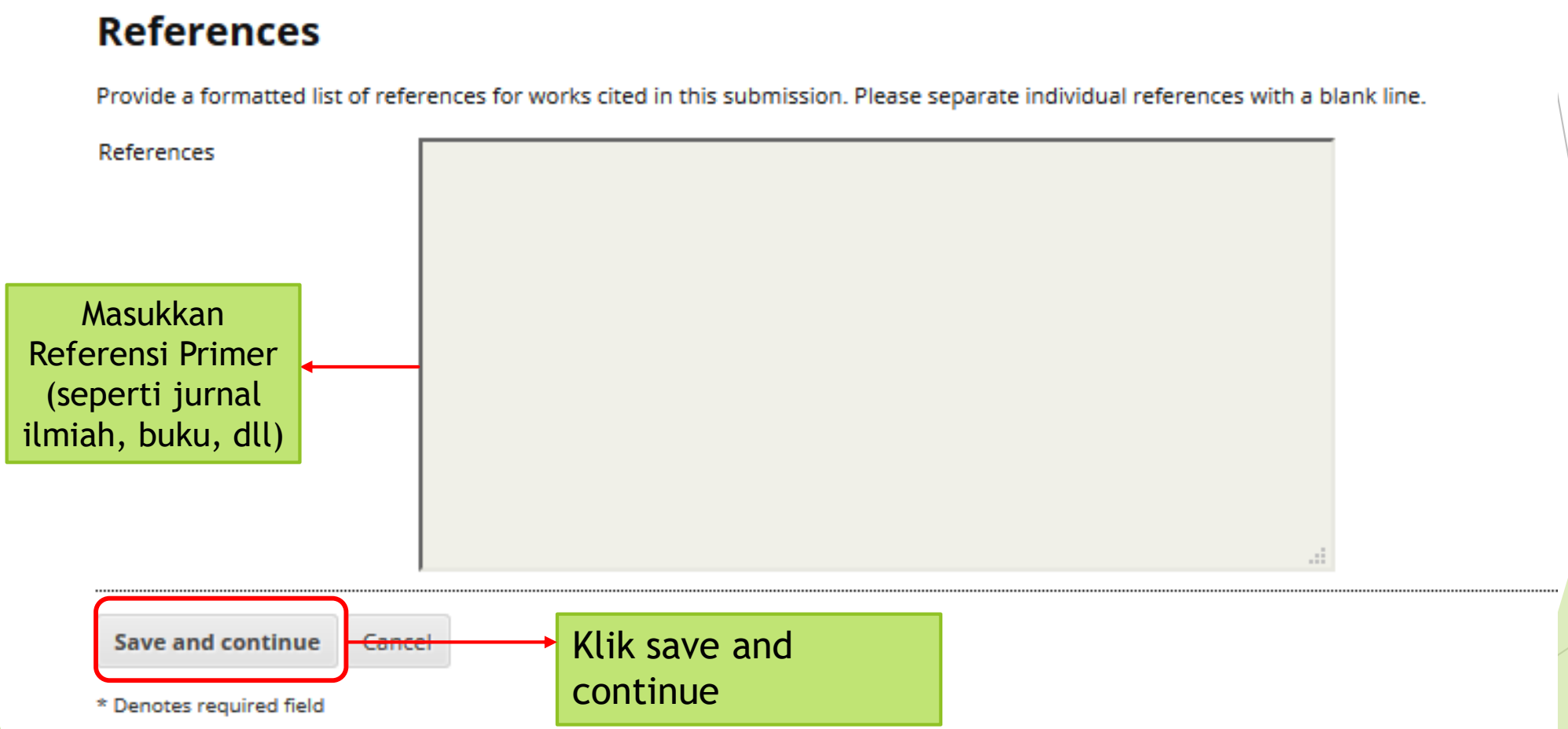
Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science)

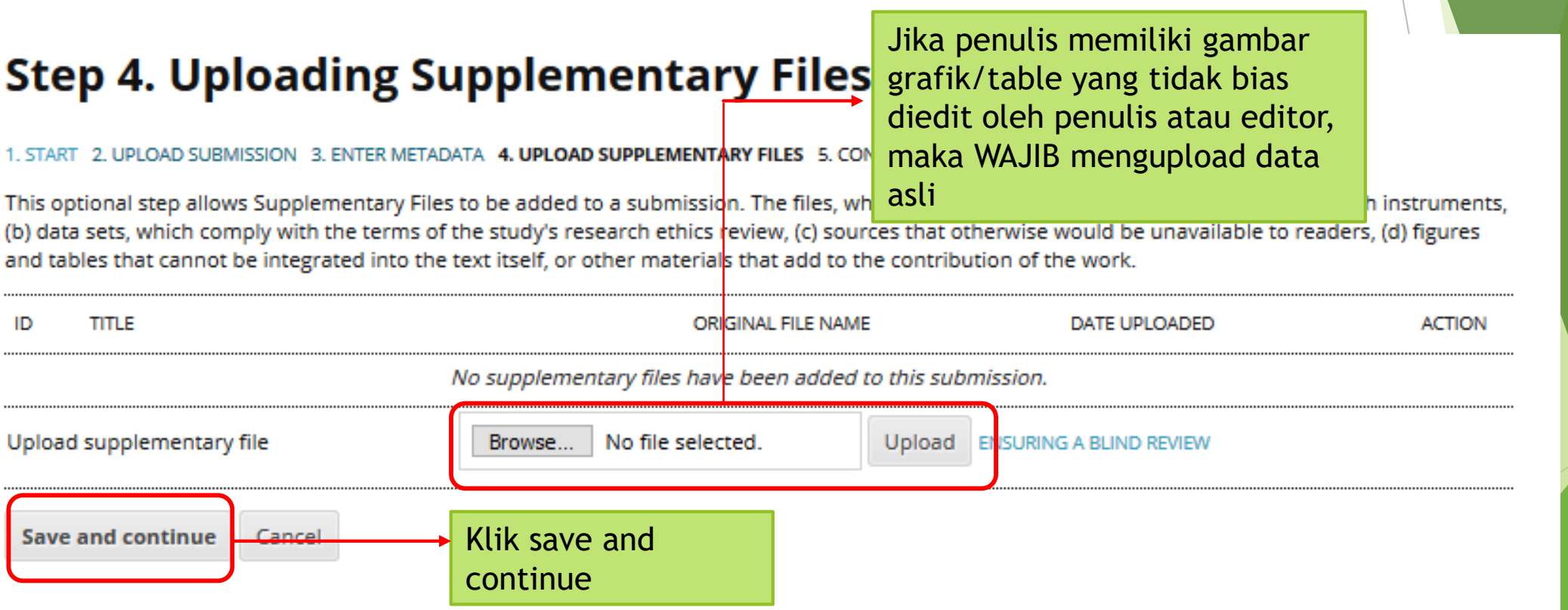
Agencies

Isi jika ada pihak yang terlibat dalam tulisan (sumber bantuan dana penelitian)

LANGKAH 10
Isi Referensi yang diacu dalam tulisan



LANGKAH 11
Upload Suplementary File (Jika ada)



LANGKAH 12
Confirmation the submission

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Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to B-Dent, Jurnal Kedokteran Gigi Universitas Baiturrahmah click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with B-Dent, Jurnal Kedokteran Gigi Universitas Baiturrahmah.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
102	1. ABSTRACT-DESI RATNA SARI-(OP-R08).DOC	Submission File	62KB	12-04

Finish Submission Cancel

Klik finish submission

Author akan menerima email konfirmasi dan melihat progress editorial

Proses Review

Penulis selanjutnya akan merespon hasil review dari reviewer (mitra bestari) yang sudah dipustuskan editor. Keputusan yang akan diterima Penulis adalah sebagai berikut :

1. Accept Submission, artinya reviewer merekomendasikan naskah layak diterima tanpa ada perbaikan
2. Revision Required, artinya reviewer merekomendasikan naskah butuh perbaikan minor tanpa harus mereview ulang
3. Resubmit for review, artinya reviewer merekomendasikan naskah butuh untuk direview kembali oleh reviewer. Hal ini diakrenakan terlalu banyak revisi yang dibutuhkan
4. Decline Submission, artinya reviewer merekomendasikan naskah ditolak. Biasanya terkait dengan kualitas naskah.

Submission Status

"ACTIVE" untuk mengetahui daftar artikel yang telah diunggah dan statusnya
"ARCHIVE" untuk mengetahui daftar artikel yang telah selesai diproses dan status akhirnya

Active Submissions

ACTIVE | ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
56	—	RAT	Ferdina	UNTITLED	Incomplete DELETE
57	12-04	RAT	Ferdina	EFEKTIVITAS EKSTRAK KUNYIT (CURCUMA DOMESTICA) TERHADAP...	IN REVIEW

1 - 2 of 2 Items

Start a New Submission

CLICK HERE to go to step one of the five-step submission process.

Refbacks

ALL | NEW | PUBLISHED | IGNORED

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

Publish | Ignore | Delete | Select All

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Merespon hasil review dari Reviewer/Editor (1)

1. Penulis login ke Sistem Jurnal
2. Setelah login klik tanda tulisan active

Merespon hasil review dari Reviewer/Editor (2)

Klik bagian Status (in review)

Active Submissions

ACTIVE | ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
56	—	RAT	Ferdina	UNTITLED	Incomplete DELETE
57	12-04	RAT	Ferdina	EFEKTIVITAS EKSTRAK KUNYIT (CURCUMA DOMESTICA) TERHADAP...	IN REVIEW: REVISIONS REQUIRED

1 - 2 of 2 Items

Start a New Submission

CLICK HERE to go to step one of the five-step submission process.

Refbacks

ALL | NEW | PUBLISHED | IGNORED

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

Publish | Ignore | Delete | Select All

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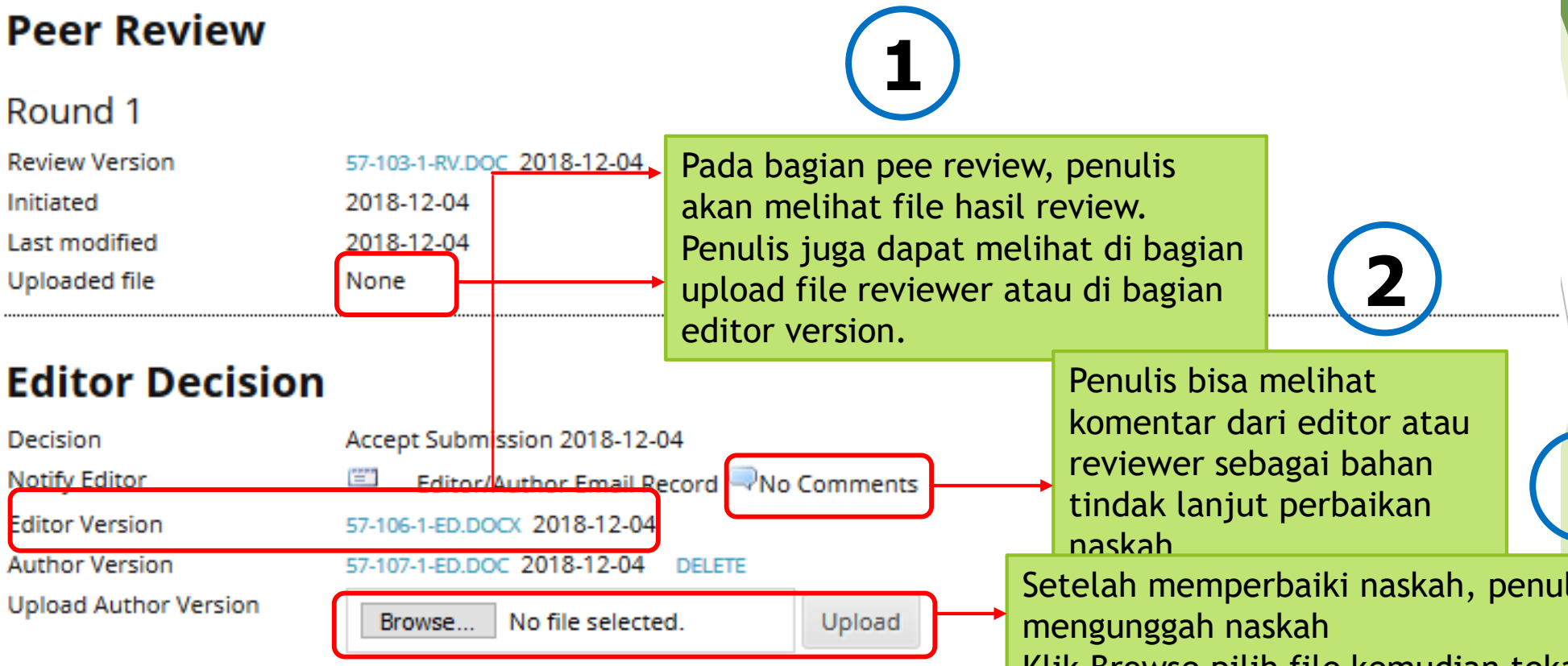
Merespon hasil review dari Reviewer/Editor (3)



1

Pada bagian pee review, penulis akan melihat file hasil review. Penulis juga dapat melihat di bagian upload file reviewer atau di bagian editor version.

2

Penulis bisa melihat komentar dari editor atau reviewer sebagai bahan tindak lanjut perbaikan naskah

3

Setelah memperbaiki naskah, penulis mengunggah naskah
Klik Browse pilih file kemudian tekan upload

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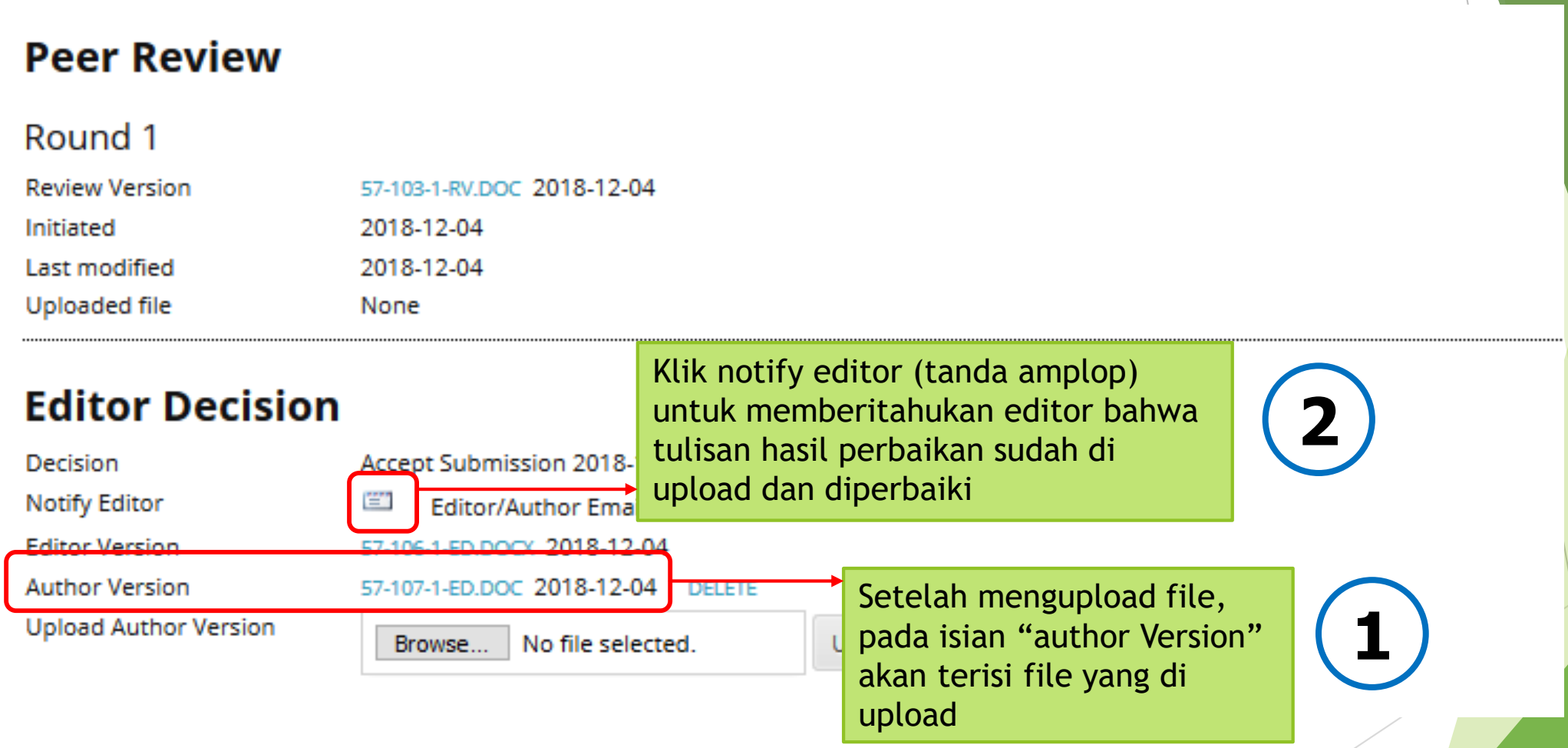
Merespon hasil review dari Reviewer/Editor (3)



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Merespon hasil review dari Reviewer/Editor (4)

Berikan keterangan di bagian **Body**
Setelah itu klik **Send** untuk mengirim notifikasi ke editor

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